

 <b>KENTUCKY CORRECTIONS</b> Policies and Procedures	Policy Number	Total Pages
	8.6	3
References/Authority ACA 4-4202, 4-4206 KRS 196.035, 197.020 and 500.080	Date Filed	Effective Date
		May 9, 2008
Subject		EXTRAORDINARY OCCURRENCE REPORT

## I. DEFINITIONS

“Aggravated Assault” means unlawful, intentional infliction of serious bodily injury.

“Assault” is defined by KRS 508.025.

“Contraband” is defined by CPP 9.6 and KRS 520.010(1), including a dangerous instrument as defined in KRS 500.080(3), an escape device or any amount of controlled substances as defined in KRS 218A.010(3), marijuana, or intoxicant.

“Dangerous Contraband” is defined by CPP 9.6.

“Deadly Physical Force” is defined by KRS 503.010(1).

“Escape” is defined by KRS 520.010(5).

“Physical Action” is defined by CPP 15.2.

“Riot” is defined by CPP 15.2.

“Serious Physical Injury” is defined by CPP 15.2.

“Sexual Assault” is defined by CPP 15.2.

“Significant Occurrence” means an event requiring immediate notification to the Deputy Commissioner of Adult Institutions.

## II. POLICY and PROCEDURE

An Extraordinary Occurrence Report shall be filed with Corrections Central Office if any of the instances listed in this section occur. In highly significant instances, an immediate report by telephone shall be required.

Policy Number	Effective Date	Page
8.6	May 9, 2008	2

A. Filing Extraordinary Occurrence Reports

1. An Extraordinary Occurrence Report shall be filed in the following institutional instances:

a. Death of Inmate, Staff or Visitor:

- 1) Natural;
- 2) Accidental;
- 3) Suicide; or
- 4) Homicide.

b. Escape:

- 1) Attempted, Never Left Institutional Confines;
- 2) Escape while on Furlough;
- 3) Escape from Minimum Security or Work Detail;
- 4) Escape from Secure Perimeter; or
- 5) Escapee Apprehension.

c. Assault on Staff, Visitor or Inmate:

- 1) Aggravated Assault;
- 2) Assault; or
- 3) Sexual Assault.

d. Dangerous Contraband:

- 1) Drugs or Intoxicant;
- 2) Weapon; or
- 3) Other.

e. Medical Incident Involving Possible Serious Physical Injury or Life Threatening Illness of Staff, Visitor or Inmate:

- 1) Attempted Suicide;
- 2) Accident;
- 3) Self Mutilation; or
- 4) Medical Emergency.

f. Use of Force by Staff:

- 1) Non-routine Use of Restraints;
- 2) Physical Force;

Policy Number	Effective Date	Page
8.6	May 9, 2008	3

- 3) Use of Weapon or Chemical Agent, Baton, or an Electronic Disabling Device; or
- 4) Forced Medication.

g. Miscellaneous:

- 1) Furlough Related;
- 2) Destruction or Damage of Property Valued at \$100 or More;
- 3) Riot;
- 4) Fire; or
- 5) Other.

B. Reporting Extraordinary Occurrence Reports

1. The Extraordinary Occurrence Report Form shall be completed by the senior administrator investigating the occurrence. The Warden or his designee shall review and approve the final report.
2. The Extraordinary Occurrence Report Form shall be completed and forwarded to Central Office within seventy-two (72) hours of the occurrence.
3. An occurrence of significance shall immediately be reported to Central Office by telephone during working hours, or after working hours to the Deputy Commissioner of Adult Institutions who shall in turn notify the Commissioner and other staff as appropriate.

C. Central Office Copy Distribution

The reporting facility or office shall forward a copy of the report to the appropriate Central Office designee, who shall review the report and enter the type of occurrence into a database. The report shall be distributed as follows:

1. Commissioner's Office;
2. Director;
3. Offender Information Services; and
4. Appropriate Deputy Commissioners or officials.